

**U.S. Environmental Protection Agency
ENVIRONMENTAL SCIENCE CENTER, FORT MEADE, MARYLAND**

**ESC EP07.04
Environmental Management System Procedure for:**

External Communications of Significant Environmental Aspects

Effective Date: September 1, 2006

Issued by:

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Review Date:	EP07.04
By:	
Changes:	

1 Purpose

To establish a process for the communication of significant environmental aspects and to exchange environmental management information with external interested parties.

2 Scope

This procedure is applicable to all significant environmental aspects determined within the Environmental Science Center (ESC) Environmental Management System (EMS).

3 Procedures

a) Specific Procedure

- The ESC will communicate its significant environmental aspects to external parties using the following means (at a minimum):
 - As Requested - The EMS Coordinator or any EMS Team member will take any opportunity possible to communicate information about our EMS if asked or invited to make a presentation by outside parties.
 - The ESC SHEM Manager - The ESC Safety, Health, and Environmental Management (SHEM) Manager regularly corresponds with external parties such as the Anne Arundel Local Emergency Planning Committee, the Ft. Meade Installation Safety Office, the Ft. Meade Installation Radiation Safety Committee, Ft. Meade Fire Department and Hazardous Materials Team, the Ft. Meade Environmental Management Office, and the National Security Administration to exchange information in areas such as environmental compliance, radiation safety, environmental management systems, emergency preparedness, emergency response, and safety & health.
 - The ESC EMS Web Page - The ESC EMS web page will list the significant and non-significant aspects. An e-mail address will be provided to allow external parties to submit questions or input regarding environmental aspects or other components of the EMS.

b) Responsibilities

- The EMS Coordinator is responsible for keeping the EMS web page up to date with the current list of environmental aspects.
- The EMS Coordinator is responsible for directly answering questions regarding compliance, or other attributes of environmental performance relative to each significant aspect.
- The ESC SHEM Manager is responsible for conducting communications with external parties, sharing information with the EMS Team, and integrating

information back into the ESC EMS.

4 Documentation

Records will be maintained to demonstrate any external communications about significant aspects have been conducted, including any presentations that are made at the Ft. Meade Partner Commanders' Conference.